



**DEPARTMENT OF FAIR EMPLOYMENT
AND HOUSING
ENFORCEMENT DIVISION
DIRECTIVE**

**DIRECTIVE NUMBER
229**

**DISTRIBUTION DATE
June 24, 2003**

1. **SUBJECT: AUTHORIZED SIGNATURE ON DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING DOCUMENTS**
2. **PURPOSE:** To set forth the procedures that describe those individuals who are authorized to sign a Department of Fair Employment and Housing (DFEH) complaint and/or other documents on behalf of the complainant.
3. **BACKGROUND:** All complaints filed with DFEH must be signed. Individuals other than a complainant may sign a complaint. DFEH policy requires that all such signatures be authorized. This Directive clarifies the procedures under which that policy will be administered and details other circumstances under which representatives, including attorneys, may sign DFEH documents on behalf of the complainant.
4. **PROCEDURES:**
 - A. **Complainant's Signature Preferred:**

Unless precluded by unavoidable circumstances, complaints should be signed by the complainant.
 - B. **Attorney Representative:**

Attorney representatives are persons licensed to practice law in the State of California. Once the complainant identifies such persons as their legal representatives, they will be deemed as authorized to sign the DFEH complaint and other documents on the complainant's behalf. Identification of an attorney representative **must** be submitted to DFEH by way of a signed letter, memorandum, note, etc. A "Signature Authorization" (DFEH-600-33) signed by complainant may be used for this purpose. The complainant will be mailed a "Confirmation of Attorney Representative" (DFEH-200-27) with a copy to the attorney representative.

C. **Non-Attorney Representative:**

A non-attorney representative is any person other than an attorney identified by the complainant as a person authorized to sign a DFEH complaint and other documents on his/her behalf. Non-attorney representatives are typically labor union representatives, spouses, etc. Where the complainant identifies such a representative, verbally or in writing, the complainant will be required to sign a "Signature Authorization" (DFEH-600-33). DFEH's receipt of a signed "Signature Authorization" will authorize the non-attorney representative to sign DFEH documents on the complainant's behalf.

D. **Parents Signing on Behalf of Minors:**

Parents or Legal Guardians will sign DFEH complaints on behalf of their minor children.

E. **Deceased Complainant:**

When an individual who suffered a violation of the FEHA is deceased, a direct relative with an interest in the estate (parent, child, sibling, etc.) or an executor of their estate may sign the complaint on behalf of the estate. The **assigned attorney should be consulted** if there are questions as to whether the person attempting to sign on behalf of the decedent is appropriate.

5. **APPROVAL:**

Dennis Hayashi

Date